



# Deputy County Attorney or Senior Deputy County Attorney Yellowstone County Equal Opportunity Employer



*Yellowstone County encourages applications from diverse candidates and candidates who support diversity.*

**Posting Date:**

**Department:** County Attorney

**Deputy County Attorney**

**Grade:** I

**Salary:** \$78,000.00 per year + Full Benefits Package \*

**Senior Deputy County Attorney**

**Grade:** K

**Salary:** \$82,680 to \$102,450 per year DOQ + Full Benefits Package\*

*\*Telework available. See HR for benefits information.*

**Hours:** Monday – Friday, 8:00 a.m. – 5:00 p.m.\*\*

**FLSA:** Exempt

**\*\*Must be available to work over 40 hours as needed.**

**For Fast-Track processing, send resumes to**

**[countyattorney@yellowstonecountymt.gov](mailto:countyattorney@yellowstonecountymt.gov)**

**Applications will be accepted until positions are filled.**

## **FUNCTION:**

Full-time position which performs a wide variety of routine to complex criminal prosecution and/or litigation duties in the State and Federal court systems including misdemeanor and felony criminal violations, youth court, and child abuse and neglect matters; does related duties as required. \*Eligible for telework upon supervisor approval after 6 months of continued employment.

## **REQUIRED – DEPUTY COUNTY ATTORNEY:**

- Juris Doctorate;
- Must be a member of the Montana State Bar or successfully pass either the February 2023 or July 2023 Montana bar exam to become a member of the Montana State Bar thereafter.

## **REQUIRED – SENIOR DEPUTY COUNTY ATTORNEY:**

- Juris Doctorate; must be a member of the Montana State Bar;
- Minimum of two (2) years of criminal prosecution and trial experience as a Deputy County Attorney or two (2) years' experience practicing law including civil litigation, criminal litigation and/or local government law; **or** any equivalent combination of experience and training totaling six (6) years;
- Demonstrated ability to litigate and try cases and effectively handle a demanding caseload.

*Job description available upon request.*

## **TO APPLY:**

### **Submit:**

1. **County application**
2. **Letter of interest**
3. **Resume**
4. **Names, addresses, and phone numbers of three (3) employment-related references**
5. **Writing sample**

***If you submit your materials online, please call Human Resources to ensure all documents were received.***

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT.

**Late or incomplete materials will not be considered.** Download application at [www.yellowstonecountymt.gov](http://www.yellowstonecountymt.gov)

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.

**NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.